

**SECRET**

STATISTICAL REPORT OF ISB ACTIVITIES

for October 1955

VISUAL AIDS SECTION

1. Received a total of 35 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 153 items, including sketches, graphs, drawings, signs, posters, and display items of which:
  - a. 1 project totaled 40 man hours or more;
  - b. 1 project totaled 80 man hours or more.
3. Received a total of 6 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
  - a. Processed and developed 6 still picture requests, consisting of 50 originals, totaling 93 prints.
  - b. Processed and developed 77 feet of opthalmograph (35 mm)

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 44 (Guide cards).
2. Edited, typed, processed and distributed 23 administrative communications from Office of Director of Training.
3. Processed 38 requests through Printing and Services Division/LO.
4. Reproduced internally, 90 requests from offices of OTR: 332 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 119 covering 168 items.
2. Number of films procured: 113
3. Number of films projected: 69
4. Number of sound recordings made: 241 hours
5. Number of preventive maintenance checks made: 160
6. Number of emergency checks made: 29

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MAP TRAINING OFFICER

1. Number of requests for maps and/or services - 30
2. Number of map sheets distributed: In OTR - 70  
Outside OTR - 210
3. Number of photographs distributed - 125
4. Items designed and produced: Maps mounted - 2
5. Number of reference requests received - 4

LIBRARY SERVICES SECTION

1. Operated the OTR Library with this volume:
  - a. Book charges: 229
  - b. Periodical charges: 27
  - c. Vertical file charges: 33
  - d. Inter-library loans ordered: 675
  - e. Inter-library loans received: 106 (96)
  - f. Books ordered: 418
  - g. Books received: 507
  - h. New periodicals received: 6
  - i. Classified materials ordered: 17
  - j. Classified materials received: 40
  - k. GUIDE requests processed: 213
  - l. Information reports scanned: 6194
  - m. Documents distributed (Vault): 523
  - n. Overseas requests received: 4
2. Serviced the sub-library collections in the following volume:

LIBRARY

Reference requests: 40  
Research requests: 8  
Book accessions: 115  
Document accessions: 500  
Inter-library loans: 21

Other Collections

Basic School

Admin. Tr.: 204  
BOC: 3  
Clerical Tr.: 4  
Management Tr.: 27

SECRET

25X1

Intelligence School

Reading Improvement: 3

World Communism: 5

Operations School

25X1

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Language and External Training School: 113

Assessment and Evaluation Staff: 6

Plans and Policy Staff: 1

Reference, Research, and Bibliographic Functions

1. Processed 100 reference requests
2. Processed 13 research requests totaling 26 man hours
3. Conducted research and prepared 4 bibliographies, of which 1 was completed and 1 annotated, totaling 20 items and 24 man hours.
4. Published 3 issues of the GUIDE containing a total of 204 annotated items.

Translation requests

There were no translations completed during the month of October.